

How To Select and Assign Department-Specific Faculty Information in FHS DB (Departments)

TARGET AUDIENCE: DEPARTMENT ADMINISTRATORS Updated March 25, 2024



OVERVIEW

The FHS-DB Personnel Info section includes five fields with drop-down menus that can be customized by departments to include relevant options only, so that the fields are more convenient to assign to faculty members. This document outlines:

- The purpose and potential uses of these five fields
- how departments can customize these fields so that only the options that are relevant to the department are available for assignment to faculty members in the department
- how to use these customized fields to add details to faculty personnel information in FHS-DB

CUSTOMIZING YOUR DEPARTMENT FIELDS

CUSTOMIZABLE FIELDS

The following fields in the Personnel Info section may be customized by departments so that only the options that you've selected will appear in the drop-down menu for each field:

Award

You can use this field to track nominations and successful candidates for awards that your department bestows on faculty, or for external awards that your faculty are eligible to receive.

Interest Category

This field can be used to track research, teaching, or clinical interests of your faculty members, including areas of expertise, and educational contribution roles they fulfill or are interested in. You can select categories that apply to your department, and add a specific description for each faculty member. This field may be useful to target adjunct or part-time faculty to fill specific roles or guest lecture topics.

Professional Development Events

You can use this field to track attendance of faculty at available professional development events, offered by the department, university, or discipline at large.

Role

This field can be used to track department- or program-specific roles, including leadership, teaching, research, and clinical roles. You could also use it to track external roles, for example, membership in a CIHR institute advisory board.

Specialty

This field can be used to track areas of teaching specialization and the number of learners per year that the faculty member instructs or supervises in that area. This could be useful for tracking or reporting on core or elective content by number of faculty who specialize and number of learners engaged in these areas.



HOW TO SELECT OPTIONS FOR EACH FIELD

- Login to the system using your MacID/password or local login. If you have any questions about how to login, refer to this user guide on our website: <u>How to Login to FHS DB</u>.
- > To access the options for each field, click System Administration along the left sidebar:

Ноте	<
Personnel Info	
Education Contributions	
System Administration	

> This will expand to reveal Lookups, which are the lookup tables containing options for each field:



Click on "Award Departments", and a list of all awards in the system will appear on the screen. To select awards relevant to your department, click on the checkbox next to each award. When you are finished, click Save.

Home	A AV	vard lookups for Department Name		Save × Back			
A Lookups	Showin	ng 1 to 25 of 29 entries	Filter				
Award Departments	\wedge	▲ Code		÷ Effective	÷ Expiry	$\stackrel{\mathbb{A}}{\nabla}$	
 Interest Category Department Prof. Dev. Event Department 		AFMC Clincial Teacher of the Year Award	AFMC Clincial Teacher of the Year Award	01-Oct-2019			
 Role Department 		Brampton Preceptor of the YEAR	Brampton Preceptor of the YEAR	01-Oct-2019			
 Specialty Department 		CAME - Ian Hart Award	CAME - Ian Hart Award	01-Oct-2019			
Personnel Info Education Contributions		CAME Certificate of Merit	CAME Certificate of Merit	01-Oct-2019			
		Clerkship Tutor	Clerkship Tutor	01-Oct-2019			
	$\mathbf{\nabla}$	Donald I. Rice Award	Donald I. Rice Award	01-Oct-2019			

- Repeat this process for each customizable field, as specified above.
- If you are looking for a role, award, etc., that is not on the list, submit a ticket to the FHS-DB JIRA system to have it added.





> If you are looking for specific entries, you can use the filter field to narrow down the list:

Home	Role lookups for Department	Role lookups for Department Showing 1 to 14 of 14 entries (filtered from 103 total entries)				
System Administration	Showing 1 to 14 of 14 entries (filtered from 103 total entries)					
 Award Departments 	Code Gescription		♦ Effective ♦ Expiry ♦			
 Interest Category Department Prof. Dev. Event Department 	Co-ordinator (Admin,) Academic Half-Days	Co-ordinator (Admin,) Academic Half-Days	01-Oct-2019			
Role Department	Co-ordinator - UG Program	Co-ordinator - UG Program	01-Oct-2019			
Specialty Department Personnel Info	Co-ordinator -Rotation (Hospitalist, Obstetrics)	Co-ordinator -Rotation (Hospitalist, Obstetrics)	01-Oct-2019			
Education Contributions	Co-ordinator, Behavioural Science	Co-ordinator, Behavioural Science	01-Oct-2019			
	Co-ordinator, Community Development	Co-ordinator, Community Development	01-Oct-2019			
	Co-ordinator, Curriculum	Co-ordinator, Curriculum	01-Oct-2019			
	Co-ordinator, Evaluation	Co-ordinator, Evaluation	01-Oct-2019			

> Once you have selected and saved roles, they will appear at the top of the list:

Home	interest Category lookups for Department Name	Save × Back				
System Administration						
n Lookups 🔺	Showing 1 to 25 of 38 entries		Filter			
 Award Departments 	▲ Code	Description	♦ Effective ♦ Expiry			
Interest Category Department Prof. Dev. Event Department	Drug safety	Drug safety	01-May-2019			
Role Department	Emergency medicine	Emergency medicine	01-May-2019			
 Specialty Department Personnel Info 	Medication management	Medication management	01-May-2019			
Education Contributions	Multimorbidity	Multimorbidity	01-May-2019			
	Policy	Policy	01-May-2019			
	Population health	Population health	01-May-2019			
	Z Technology	Technology	01-May-2019			
	Addiction	Addiction	01-May-2019			
	Advance Care Planning	Advance Care Planning	01-May-2019			

If a selection is no longer relevant, de-select by unchecking the box, then click Save, and it will no longer appear in your list.



Assigning Entries to your Faculty

Once you have selected entries for each field, you can add them to faculty personnel profiles. For information on using the Personnel Info section, refer to this user guide on our website: *How to View and Edit Faculty Information in FHS DB*.

LOCATION OF EACH FIELD

For Awards or Professional Development Events, select "Professional Activities". You will see tabs labelled "Awards / Nominations" and "Professional Development". Select the tab you want and click Add:

Home		1 of 1	Active
Personnel Info			
Personnel Profile	Rank: Professor C	CPSO:	Primary Teaching Location:
 General Detail 	Department: P Division: N	Preferred Email: McMaster Building/Office:	Secondary Teaching Location:
Personal Information	Hospital Privileges:		
Contact Information			
C Education	Department Information		
Employment Details	Employee ID: Union Code: CFA Employee Class:	CWR	
Professional Activities			
 Teaching Activities 	Awards / Nominations Professional Development Recognition / N	Media Mentions Administrative Responsibilities Honours and A	wards Lifetime Publications Other Responsibilities
 Research Activities 			
 Areas of Interest 	Patents and Copyrights Presentations at Meetings Professional	Organizations Scholarly and Professional Activities	
Education Contributions	Add .		
System Administration			
	Showing 0 to 0 of 0 entries		Filter
	Date Award Title	♦ Status ♦ Type ♦ Comment	♦ URL ♦
		No data available in table	

For **Role**, select "Employment Details". You will see a tab labelled "Program Roles". Select the tab and click **Add**:

Home Personnel Info		1 of 1	Active
Personnel Profile General Detail Personal Information	Rank: Professor O Department: F Division: F Hospital Privileges:	CPSO: Preferred Email: McMaster Building/Office:	Primary Teaching Location: Secondary Teaching Location:
Contact Information Education	Department Information		
 Employment Details Professional Activities 	Employee ID: Union Code: CFA Employee Class:	CWR	
 Teaching Activities Research Activities 	University Appointments Teaching Location Program Roles	Sabbatical Eligibility Flag Employment History	
• Areas of Interest Education Contributions	• Add Showing 0 to 0 of 0 entries		Filter
System Administration	Role A Starting	Renewals Time Commitment S No data available in table	tipend 🔶 Funding Source 🔶

For Specialty, select "Teaching Activities". You will see a tab labelled "Teaching Capacity". Select the tab and click Add:

Home Personnel Info		1 of 1	Active
Personal Information Personal Information	Rank: Professor Department: Division: Hospital Privileges:	CPSO: Prim Preferred Email: Seco McMaster Building/Office:	ary Teaching Location: ndary Teaching Location:
Education	Department Information		
Employment Details Professional Activities	Employee ID: Union Code: CFA Employee Class	s: CWR	
Teaching Activities Research Activities	Hospital Privileges Clinic / Practice Detail Teaching Capacity	Additional Educational Contributions Contributions to Teaching Practice	Courses Taught / Supervisorships
 Areas of Interest Education Contributions 	• Add		
System Administration	Showing 0 to 0 of 0 entries		Filter
	Specialty A Description		🔶 Learners Per Year 🛛 🔶
		No data available in table	



For Interest Category, select "Research Activities". You will see a tab labelled "Research/Teaching Interests". Select the tab and click Add:

Home	No. 100	1 of 1	Active
Personnel Info Personnel Profile General Detail Personal Information	Rank: Professor Department: Division: Hospital Privileges:	CPSO: Preferred Email: McMaster Building/Office:	Primary Teaching Location: Secondary Teaching Location:
Contact Information Education	Department Information		
Employment Details Professional Activities	Employee ID: Union Code: CFA Employ	ee Class: CWR	
Teaching Activities	Research/Teaching Interests Research Funding		
Areas of Interest	S Add		
Education Contributions System Administration	Showing 0 to 0 of 0 entries		Filler
	Category A Interes	st Description	\$
		No data available in table	

Assigning Details to Faculty Members

- 1. Select a faculty profile. Navigate to the section containing the field you wish to add. For example, to add an Award, go to "Professional Activities" and select the "Awards / Nominations" tab. Click Add.
- 2. A pop-up box will appear with several fields to complete. The Award field provides a drop-down menu listing only the awards that have been selected for the department, as described in the previous section.
- 3. Enter the information and click Save.

🗭 Awards / Nominations	
Date:	
dd-mmm-yyyy	
Award:	
<u>ــــــــــــــــــــــــــــــــــــ</u>	
CAME Certificate of Merit	
Clerkship Tutor	
McMaster Community of Distinction	
New Award Created for Testing	
UKL:	
Comments:	
	Save × Back



4. Once added, the entry will appear in that section for the faculty member and can be edited or deleted by selecting the pencil or trash can icons.

Home Parsonnel Info		-			1 of 1				Active
Personnel Profile General Detail Personal Information	•	Rank: Professor Department: Division: Hospital Privileges:		CPSO: Preferred Email: McMaster Buildin	g/Office:	Primary Teach Secondary Tea	ing Location: aching Location:		
 Contact Information Education 		Department Informatio	n						
Employment Details Professional Activities		Employee ID:	Union Code: CFA Employee Cla	ss: CWR					
 Teaching Activities Research Activities Areas of Interest 		Awards / Nominations Patents and Copyrights	Professional Development Recognit Presentations at Meetings Profess	ion / Media Mentions	Administrative Responsibilities Scholarly and Professional Activities	Honours and Awards Life	time Publications	Other Responsibilities	
Education Contributions System Administration		Add Showing 1 to 1 of 1 entries						Filter	
		Date 🔺 Av	vard Title 🔶 Description		tatus 🔶 Type	Comment		Å	
		Mo 15-Sep-2022 Co Dis	Master mmunity of McMaster Community of stinction	Distinction A	warded Other)
		Show 25 v entries						Previous	1 Next

NEED SUPPORT?

All FHS DB User Guides can be found on the FHS DB website.